



**RMLA PROCESS GUIDELINES FOR  
SUBMISSIONS ON LEGISLATION/PLANNING INSTRUMENTS**

**2012**

1. The Chair of the Legislation Committee ("**LC**") will keep in touch with the Ministry for the Environment in terms of any forthcoming legislation or amendments, or significant planning instrument (eg NES, NPS, etc).
2. Within five working days of new (relevant) legislation being announced, the LC will circulate an email to National Committee ("**NC**") with a recommendation as to whether RMLA should lodge a submission.
3. Unless advised otherwise by the President (following consultation with or receipt of feedback from within NC) within the following five working days, the LC (or suitably qualified SIG or other nominee) should commence with the review of the legislation.
4. The LC shall adopt the following procedure with respect to any review:
  - (a) LC will nominate one of its members ("**Lead LC**") to take the lead and be responsible for co-ordinating all comments and to compile the final draft, including to co-ordinate with any suitably qualified SIG or other nominee who has been appointed to prepare the first draft.
  - (b) If the Lead LC is preparing the draft submission, the Lead LC will contact the chair of any relevant SIG to seek input/assistance from their members in terms of the submission, and will liaise with other associations as appropriate (eg NZPI, LGNZ, etc).
  - (c) The Lead LC shall ensure that a full final draft of the submission shall be circulated to the NC no less than ten days prior to the due date.
  - (d) At the same time, an email shall be sent out to members advising that a draft submission has been prepared and if they want to review and comment on it, they should contact the Lead LC to arrange for a draft to be provided to them. Any comments will be required within a period that allows the deadline in 4(e) to be met.
  - (e) The NC shall approve, reject, or approve with amendments, the submission no later than two working days before the due date.
5. In formulating any submission, the LC shall pay particular attention to:
  - (a) The need for any submission to be in accordance with the object of the RMLA as set out in clause 4 of the RMLA's Rules;

- (b) The need for any submission to be focussed on procedures and best practice in accordance with RMLA's existing policy on making submissions; and
  - (c) Ensuring that any submission is carefully worded and would not be read in a way that any member might find inappropriate or offensive, but accepting that the diversity of membership means that it is inevitable that some members might disagree with aspects of the submission.
6. The Lead LC shall sign the submission and shall present it if required.